



# HAYES MEADOW PRIMARY SCHOOL

Spode Avenue, Handsacre, Rugeley, Staffs WS15 4EU

'Be the Best We Can Be'

Telephone: 01543 490616

Fax: 01543 492629

E-mail: [office@hayesmeadow.staffs.sch.uk](mailto:office@hayesmeadow.staffs.sch.uk)

[www.hayesmeadow.org](http://www.hayesmeadow.org)

## Request for leave during term time

To: The head teacher of:..... (School) Date.....

I request a leave of absence from school during term time for:

My child (full name).....

For the period from (date) ..... to (date) .....

The **exceptional** circumstances and reason for this request are: -

.....  
.....

I have (an)other child(ren) in (an)other school(s) as follows

Child(ren) (full name(s) ) .....School(s) attended .....

(Signature of 1<sup>st</sup> parent/carer(s) ..... Print Name.....

(Signature of 2<sup>nd</sup> parent/carer(s) ..... Print

Name.....

**Please return completed form to the school office. The school will write to you and inform you of the decision on whether the request is authorised or not.**

---

### **For Office Use Only**

Current Attendance.....%

Number of school sessions taken as leave during term time .....(this academic year)

### **Agreed/Not Agreed**

Request for leave is agreed/is not agreed for the above student to take leave during term time between the above dates.

Rationale to decline request : .....

Signed .....Head teacher . Date .....

Notification of decision: Date letter sent to parent/carer.....

HEADTEACHER: Mrs Sarah Sivieri

